

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT DETAINERS, PENDING FELONY CHARGES AND FELONY SUSPECT INFORMATION	EFFECTIVE DATE 11/25/2002	NUMBER 03.01.120
	SUPERSEDES 03.01.120 (01/30/95), DOM 2002-6	
	AUTHORITY MCL 780.131; et seq.; 780.601; et seq.; 791.203	
	ACA STANDARDS 2-1064; 3-4099; 3-3107; 1-ABC-1F-01; 2-CO-1F-07; 3-ACRS-1F-02	
	PAGE 1 OF 4	

POLICY STATEMENT:

The Department shall document and confirm detainers, pending felony charges and felony suspect information as set forth in this policy.

RELATED POLICIES:

03.01.135 Discharge/Termination of Sentence
06.03.101 Community Residential Programs - Prisoner Placement and Transfer
06.05.104 Parole Process

POLICY:

DEFINITIONS

- A. Detainer - A document issued by a law enforcement agency or the Immigration and Naturalization Service (INS) authorizing the Department to hold a prisoner for release to that agency due to untried charges, a sentence remaining to be served or deportation proceedings.
- B. Felony Suspect Information - Information received either verbally or in writing from a law enforcement agency that a prisoner is suspected of committing a felony but no charges have been filed because the case is still under investigation.

GENERAL INFORMATION

- C. For purposes of this policy, "Warden" includes the Administrator of the Office of Field Programs (OFP), Field Operations Administration (FOA) and the Administrator of the Special Alternative Incarceration Program facility (SAI).
- D. This policy does not apply to probationers or parolees. If information is received by an employee that there is a pending felony charge or felony suspect information on a probationer or parolee, that information shall be forwarded to the supervising agent or, if in SAI, the SAI Parole/Probation Manager. The supervising agent or the SAI Parole/Probation Manager, as appropriate, shall ensure the issuing agency is contacted to determine the status of the felony charge or felony suspect information and, based on the information received, determine whether to return the probationer to the jurisdiction of the sentencing court or, for a parolee, to increase his/her supervision level or issue parole violation charges in accordance with PD 06.06.100 "Parole Violation Process".
- E. Each prisoner's record shall be reviewed during intake processing at reception facilities to identify any detainers, pending felony charges or felony suspect information for that prisoner as set forth in PD 04.01.105 "Reception Facility Services". This shall include reviewing Pre-Sentence Investigation Reports and any parole violation reports.
- F. Within one business day after a prisoner is first identified as not being a United States citizen, the appropriate Record Office Supervisor shall ensure INS is contacted to determine whether it wants to take custody of the prisoner. Such cases shall be handled consistent with the requirements set forth in this policy for pending felony charges, including all required documentation, verifications and notifications.
- G. An employee who receives information from a law enforcement agency regarding a pending detainer, felony charge or felony suspect information on a prisoner, shall forward that information promptly to the

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 11/25/2002	NUMBER 03.01.120	PAGE 2 OF 4
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appropriate Record Office or, if the prisoner is in SAI, to the SAI Parole/Probation Manager. The appropriate Record Office or the SAI Parole/Probation Manager also shall be promptly notified whenever an inspector or other employee forwards information on behalf of the Department to local law enforcement for investigation of activity by a prisoner which may constitute a felony.

- H. Whenever the Community Residential Programs (CRP) Record Office Supervisor or designee or SAI Parole/Probation Manager receives new information regarding a pending detainer, felony charge or felony suspect information for a prisoner in CRP or SAI, as appropriate, the CRP Record Office or SAI Parole/Probation Manager shall promptly contact the appropriate law enforcement agency to confirm the current status of the detainer or felony charge or confirm whether a felony charge has been issued based on the felony suspect information. If confirmed, the prisoner shall be considered immediately for reclassification as set forth in PD 06.03.100 "Community Residential Programs: Guidelines for Security Reclassification of Prisoners" or termination from SAI in accordance with PD 06.04.105 "Special Alternative Incarceration Program", as appropriate. If the prisoner remains in CRP or SAI, or is returned to a CFA institution, the requirements set forth in this policy for detainees, pending felony charges and felony suspect information shall be followed. For SAI, the SAI Parole/Probation Manager shall assume the Record Office responsibilities set forth in this policy.
- I. Felony suspect information shall not be disclosed to any prisoner except if used in determining security classification or as a basis for denying parole; however, under no circumstances shall specific details be provided.

DETAINEES

- J. Whenever a detainer or other written notification is received from another agency that a prisoner has a sentence to serve in that agency's jurisdiction or that there is a court order authorizing that agency to take custody of a prisoner upon release the Record Office Supervisor shall ensure that this information is promptly recorded on the Department's computerized database (e.g., CMIS, OMNI) and documented on a Notification of Detainer (CAJ-293). If notification from a law enforcement agency does not include a copy of the appropriate court order, the law enforcement agency shall be contacted to ensure the order is provided. The Record Office Supervisor shall ensure that the Department's computerized database is checked to determine whether a Parole Board Order for Parole has been issued for the prisoner. In such cases, the Parole Board shall be immediately notified of the new information received.
- K. A detainer based on an untried criminal charge that is received from the federal government or a jurisdiction in the District of Columbia, the Virgin Islands or any state except Louisiana, Mississippi or Michigan, and requests for temporary custody of the prisoner for trial of the charge, shall be processed as set forth in OP 03.01.120 "Inter-State Agreement on Detainers".
- L. The appropriate Record Office Supervisor shall ensure an agency which has a documented detainer is notified sufficiently prior to the scheduled parole or discharge of the prisoner to allow that agency to take custody of the prisoner upon release. The Record Office Supervisor or designee shall coordinate the prisoner's release with the agency that lodged the detainer. A prisoner shall not be held in Department custody on a detainer past his/her discharge date; therefore, if the agency cannot take custody of the prisoner upon release, the agency shall be advised to make arrangements with a jail to house the prisoner upon discharge or s/he will be released. The OFP Parole Release Unit, FOA, shall be contacted if arrangements cannot be made for a prisoner to be taken into custody upon release on parole.

PENDING FELONY CHARGES AND FELONY SUSPECT INFORMATION

- M. Within one business day after receipt of new information that a prisoner is a suspect in a felony or has a pending felony charge for which a detainer has not been lodged, the appropriate Record Office Supervisor shall ensure that the pending felony charge or felony suspect information is documented on the Department's computerized database as being active and on a Request for Hold/Notification (CRX-169). Any written information provided shall be attached to the request form. The Record Office Supervisor also shall ensure that the Department's computerized database is checked to determine whether a Parole Board Order for Parole has been issued for the prisoner. In such cases, the Parole Board shall be notified immediately of the new information received.
- N. OP 03.01.120 "Inter-State Agreement on Detainers" shall be followed for felony charges from the

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 11/25/2002	NUMBER 03.01.120	PAGE 3 OF 4
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federal government or a jurisdiction in the District of Columbia, the Virgin Islands or any state except Louisiana, Mississippi or Michigan. For all other pending felony charges and for all felony suspect information, the Record Office Supervisor shall ensure that the appropriate law enforcement agency is contacted to confirm the status of the pending felony charge or to confirm whether a felony charge has been issued based on the felony suspect information, as appropriate. If confirmation is received that the prisoner is no longer a felony suspect or that the pending felony charge has been dismissed, the Record Office Supervisor shall ensure that the Department's computerized database is updated to reflect that it has been revoked. Any written information received shall be placed in the prisoner's Record Office file with a copy in the appropriate Counselor file.

- O. Whenever a response to a request pursuant to Paragraph N regarding an in-state charge is not received within 30 calendar days or confirmation is received that there is a pending in-state charge for which a detainer has not been lodged, the Record Office Supervisor shall ensure that formal notification that the prisoner is in the custody of the Department is sent by certified mail to the prosecuting attorney of the county in which the charges were issued. A copy also shall be sent to the prisoner. The notification shall include the following:
 - 1. The sentence under which the prisoner is being held;
 - 2. The time already served;
 - 3. The time remaining to be served on the sentence;
 - 4. The amount of good time or disciplinary credits earned;
 - 5. The date of parole eligibility;
 - 6. The most recent decision by the Parole Board, if applicable.
- P. The Record Office Supervisor shall ensure follow-ups are made with the appropriate law enforcement agency three months and six months after the original request was made pursuant to Paragraph N until confirmation of the status of the pending felony charge, that a pending felony charge has been issued based on the felony suspect information or that the prisoner is no longer a felony suspect, as appropriate, has been received. The Department's computerized database shall be updated to indicate the dates follow-ups were made. If confirmation is not received within one month after the six month follow-up was made, the Record Office Supervisor shall ensure that the Department's computerized database is updated to reflect that the pending felony charge or felony suspect information is inactive. This does not mean that the charges have been dropped or the prisoner is no longer a felony suspect; it only means that the felony suspect information/pending felony charge will not be used in determining security classification or parole release decisions for that prisoner and that no further follow-ups will be made, except as set forth in Paragraph T.
- Q. Management Information Services (MIS) in the Department of Information Technology will provide a monthly report to each Warden or designee identifying the prisoners under his/her supervision who have pending felony suspect information and/or felony charges for which a detainer has not been filed. It also will identify those prisoners for whom a three or six month follow-up is required during that month. This report shall be used by Record Offices to assist in complying with the notification requirements set forth in Paragraphs O and P.
- R. Whenever information is received that a felony charge has been issued (e.g., warrant, writ, detainer) in a matter for which the prisoner was a felony suspect, the Record Office Supervisor shall ensure that the Department's computerized database is updated to reflect the change from felony suspect information to pending felony charge or detainer, as appropriate, and that any notifications required pursuant to Paragraph O or OP 03.01.120 "Inter-State Agreement on Detainers" are made. Any written information received shall be placed in the prisoner's Record Office file with a copy in the appropriate Counselor file, if applicable.
- S. Whenever information is received that a prisoner has been sentenced on a pending felony charge, or that the charge has been dismissed, or the prisoner is no longer a felony suspect, the appropriate Record Office Supervisor shall ensure that the Department's computerized database is updated to reflect that the pending charge or felony suspect information has been revoked. Any written information received shall be placed in the Prisoner's Record Office file with a copy in the appropriate Counselor

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 11/25/2002	NUMBER 03.01.120	PAGE 4 OF 4
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file. No further follow-up shall be done on revoked charges or felony suspect information.

- T. Record Office Supervisors shall ensure the appropriate law enforcement agencies are contacted to confirm the current status of all active pending felony charges and active felony suspect information under the following circumstances:
 - 1. When the prisoner is otherwise eligible for a custody reduction to security Level I. If confirmation is not received within 30 calendar days that there is a pending felony charge or that a pending felony charge has been issued based on the felony suspect information, the Warden or designee shall determine if the prisoner should be reclassified.
 - 2. During the CRP application and placement process, as set forth in PD 06.03.101 "Community Residential Programs - Prisoner Placement and Transfer".
 - 3. During the parole release process, as set forth in PD 06.05.104 "Parole Process".
 - 4. During the discharge release process, as set forth in PD 03.01.135, "Discharge/Termination of Sentence".
- U. Record Office Supervisors also shall ensure the appropriate law enforcement agency is contacted in writing one month prior to the discharge, parole or transfer to CRP of a prisoner with an inactive pending felony charge or inactive felony suspect information to advise the agency of the prisoner's impending change in status. If the Record Office does not receive at least one month notice of a prisoner's parole or transfer to CRP, the law enforcement agency shall be contacted as soon as possible.

OPERATING PROCEDURES

- V. Each Warden and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. The procedures shall be completed within 60 calendar days after the effective date of the policy directive. This includes ensure that their existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- W. A Primary Audit Elements List has been developed and will be provided to Wardens and the OFP Administrator to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:10/25/02